



<p style="text-align: center;"><b>Record<sup>1</sup> of processing activities</b>  <b>Regarding the renewal of contracts of Temporary and Contract Agents</b>  <b>of the European Institute of Innovation and Technology</b></p>		
Nr	Item	Description
1	Reference number	DPO-08
2	Name of the data controller, the data protection officer and processor <sup>2</sup> , if applicable and contact details	The data controller is the Head of the Administration Unit. Contact e-mail: ( <a href="mailto:HR@eit.europa.eu">HR@eit.europa.eu</a> ).  Contact e-mail of the <b>Data Protection Officer</b> : <a href="mailto:EIT-DPO@eit.europa.eu">EIT-DPO@eit.europa.eu</a>
3	Purposes of the processing	The purpose of the processing operation is to take a decision on the renewal of staff members' contracts and to manage the contract renewal procedure.  The data processing operations include the collection, recording, organisation, storage, consultation, use, disclosure by transmission, erasure and destruction of personal data.
4	Categories of data subjects	The data subjects are all the temporary and contract agents at the EIT.
5	Categories of the personal data processed	The following types of personal data are processed for the above-mentioned purposes in accordance with the Regulation: name, contact details (email and/or phone number, mail address), personnel number, post title, operational job title, administrative status, contract type, function group, grade and step, data included in appraisal reports and objectives.

<sup>1</sup> In line with article 31 of Regulation (EU) 2018/1725 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

<sup>2</sup> For more information., please see below (categories of data recipients).



6	<p><b>Categories of data recipients</b></p>	<p><b>Within the EIT:</b></p> <p>The personal data is processed by the EIT authorised staff: The staff members of the Human Resources Section, Head of Administration Unit, the relevant hierarchical supervisor of the staff members, the Director (Appointing Authority). (Legal officer only in case of a complaint).</p> <p>Access will be given to the Internal Auditor of the EIT by request and if necessary for the performance of the duties of the Internal Auditor: depending on the nature and the scope of the specific audit, the Internal Auditor will be given access to personal data which is relevant for and serves the purpose of the specific audit exercise.</p> <p><b>Within the Commission and other EU institutions and bodies:</b></p> <p>For the purpose of ensuring the financial rights of the staff member after the contract renewal and for contract management reasons, access to the personal data is given to the PMO.</p> <p>Authorised staff of the following EU institutions may have access to relevant personal data for audit control or investigation purposes: Court of Auditors, Internal Audit Service of the European Commission, European Anti-Fraud Office (OLAF).</p> <p>For the purpose of handling review procedures and litigation, access to the personal data may be granted also to the European Ombudsman, the European Data Protection Supervisor, the General Court and the European Court of Justice upon request and to the extent necessary for handling the review procedure and litigation.</p> <p><b>Third parties subject to the GDPR<sup>3</sup> and third parties not subject to the GDPR:</b></p> <p>Exceptionally and if necessary, information concerning the contract renewal procedure may be disclosed to third parties subject to the GDPR, such as external lawyers, for specific and limited</p>
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<sup>3</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)



		<p>purposes only. In this case a written contract (service contract) is signed between the EIT and the third party in order to ensure that that Article 29 of the Data Protection Regulation of the European institutions is respected by the data processor. These written contracts follow the model of the Commission and include a specific article on data protection.</p>
7	<b>Time limit storage</b>	<p>The personal data concerning the contract renewal is stored in the personnel file throughout the employment at the Agency: the data will be retained for a period of 10 years as of the termination of the employment or as of the last pension payment.</p>
8	<b>If applicable, transfers of personal data to a third country or to international organization (if yes, the identification of that third country or international organization and the documentation of suitable safeguards)</b>	<p>No</p>
9	<b>General description of the technical and organisational security measures</b>	<p><b>Organisational measures (i.e. workflows, access rights and access control):</b> access to personal data regarding the contract renewal procedure is restricted to the following EIT staff: the staff members of the Human Resources Section, Head of Administration Unit, the relevant hierarchical supervisor of the staff member, the Director (Appointing Authority). (Legal officer only in case of a complaint).</p> <p><b>Technical measures (i.e. restricted access to electronic and physical files):</b> All documents related to the contract renewal procedure (initial contract, amendments, forms, related correspondence, appraisal and objectives etc) are kept by HR and stored either in Ares (marked sensitive), SYSPER and/or on the G drive (with no access to staff) or in the case of appraisals and objectives, in R drive (only available to reporting officer and individual staff member concerned). The most important original documents (contracts, decisions) are kept by HR and stored on</p>



		paper in a closed cupboard in the staff member's personal file and in Ares (marked 'sensitive' (where applicable)).
10	For more information, including how to exercise rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<p>Please see the privacy statement annexed to the record as Annex.</p> <p>Please consult the Data Protection page on the EIT's website:  <a href="https://eit.europa.eu/who-we-are/legal-framework/data-protection">https://eit.europa.eu/who-we-are/legal-framework/data-protection</a></p>

Signature of the data controller

(Approval is given via a workflow in ARES in place of a handwritten signature)

Annex: Privacy statement